



John H. Lynch
Governor

**STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING**

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REQUEST FOR PROPOSALS

For

A consultant to develop 25 x 25 renewable energy plan and facilitate stakeholder conference

Issued by:

New Hampshire Office of Energy and Planning
57 Regional Drive, Suite 3
Concord, NH 03301

Proposals are due no later than July 18, 2007 at 4:30 p.m. at the Office of Energy and Planning. Proposals sent via email or fax will not be accepted.

I. INTRODUCTION AND PROJECT DESCRIPTION

On August 29, 2006, Governor John Lynch joined governors of both parties and business leaders from across the nation in endorsing 25 x 25, a national effort aimed at producing 25 percent of the energy consumed in the United States from clean, renewable energy sources by 2025. Governor Lynch directed the state's Office of Energy and Planning (OEP) and the Department of Environmental Services (DES) to jointly develop a plan for New Hampshire to meet the goals of 25 x 25.

OEP and the Air Resources Division of DES have formed a joint committee (Committee) to develop the state's 25 x 25 plan (the Plan). The Joint Committee has been meeting regularly for several months to review baseline consumption data and evaluate policy options. The Committee will sponsor a conference in October 2007 for interested stakeholders. The conference will feature briefings on renewable energy markets and technologies and will include a facilitated discussion to elicit input and recommendations from stakeholders.

The Committee seeks a consultant experienced in renewable energy and public policy to 1) assist in planning for and facilitating the conference, and 2) researching and writing the Plan, working in close consultation with the Committee. It is anticipated that the development of the Plan will require extensive research over the course of several months. A final Plan will be submitted to the Committee no later than March 28, 2007, and to the Governor and other state policymakers no later than May 1, 2008.

OEP will provide the funds for this project. The selected consultant will enter in a written contract with OEP.

II. SCOPE OF WORK

A. 25 x 25 Conference

The consultant will work with the Committee to plan the conference. The consultant will help determine the format, topics, speakers, and other important details. During the conference the consultant will facilitate a discussion among stakeholders. The consultant will document stakeholder recommendations and will subsequently prepare a written report containing the results of the facilitated discussion.

B. 25 x 25 Plan

Following the conference, the consultant and Committee will research, develop, and write the final Plan. Working in close consultation with the Committee, the consultant will prepare a draft outline of the Plan. The outline will be detailed and will serve as a roadmap for development of the Plan and will include a listing and description of the major topics and sub-topics to be addressed.

In developing the draft outline, the consultant will be expected to review and draw upon relevant portions of existing policy documents such as the New Hampshire Energy Plan (2002)

(<http://www.nh.gov/oep/programs/energy/StateEnergyPlan.htm>), the Energy Planning Advisory Board Report on 2006 Stakeholder Forum (http://www.nh.gov/oep/programs/energy/documents/EPAB_Stakeholder_Forum_Report.pdf), the Climate Change Challenge (<http://www.des.nh.gov/ARD/ClimateChange/challenge.pdf>), and others.

Among the key topics already identified by the Committee are the following:

1. Baseline. Current consumption levels for electricity, heating and transportation fuels.
2. Projections for consumption through 2025 – business as usual.
3. Transportation and Transportation Fuels. Projections and analysis regarding:
 - ethanol
 - biodiesel
 - hybrids and plug-in hybrids
 - new fuels
 - CAFÉ standards
 - mass transit
 - carpooling
 - telecommuting
4. Electric generation. Projections and analysis regarding:
 - assessment of existing renewable resources
 - identify renewable technologies/resources to develop/promote
 - distributed generation/co-gen
 - net metering
 - state incentives to promote renewables and energy efficiency
 - impact of state RPS
 - impact of RGGI
 - ratepayer-funded energy efficiency programs to reduce demand
5. Heating fuels. Projections and analysis regarding:
 - biofuels
 - energy codes
 - energy efficiency measures/programs
 - thermal RPS
 - funding mechanisms

6. State government

- profile of State as energy user
- purchase of green energy
- installation of renewable energy facilities at state sites
- use of biofuels for space heating
- use of ethanol and biodiesel as transportation fuels

7. Planning

- use of Smart Growth principles and other planning measures to reduce energy consumption, and spur demand for renewable energy at the local level
- state and town energy codes
- green municipal building codes, e.g. town of Epping, NH

This outline is very preliminary in nature and in no way is an exhaustive list of the issues and topics to be covered.

Upon approval of the outline by the Committee, the selected consultant will then begin the process of researching and writing the Plan. The Plan is expected to be comprehensive, soundly researched, and forward thinking. Given the magnitude of the Governor's challenge, and the long-term time horizon for implementation, the Plan should explore new and emerging technologies, resources, and policies, and should feature innovative thinking. At a minimum the Plan should be seventy-five (75) pages in length, excluding appendixes.

III. BIDDER QUALIFICATIONS

The Committee seeks a consultant with expertise in renewable energy, public policy, and meeting facilitation. Bidders should have strong research and writing skills and a demonstrated ability to produce high quality, in-depth analyses of public policy issues. Bidders must be knowledgeable about energy policy, renewable energy technologies and resources, energy efficiency, heating and transportation fuels, electricity generation, and climate change (including state, regional, national and international efforts to reduce greenhouse gases).

IV. PROPOSAL REQUIREMENTS

A. GENERAL PROPOSAL REQUIREMENTS

1. Proposals must be typed. An original (so marked) and six copies of the proposal must be submitted. Proposals that are incomplete or unsigned will not be considered. Electronic and fax proposals will not be accepted.
2. OEP reserves the right to reject any or all proposals, or any part thereof, to determine what constitutes a conforming proposal, to waive irregularities that it considers nonmaterial to the proposal,

to award the proposal solely as it deems to be in the best interest of the state, to contract for any portions of the proposals submitted, and to contract with more than one bidder if necessary.

3. OEP reserves the right to request additional information from any or all parties submitting proposals to assist in its evaluation process.
4. All information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the law of New Hampshire regarding public information.

B. DESCRIPTION OF PROPOSAL

Proposals should be concise and must contain the following:

1. **Description of Bidding Entity, Qualifications, and Relevant Experience:** A detailed description of the relevant experience of the bidding entity and/or those individuals, including subcontractors, expected to work on the project, including curriculum vitae, as well as description of the anticipated division of duties among individuals, if applicable. Please insure that all items in the Bidder Qualifications section (above, Section III) are addressed. Limit one page, excluding c.v.'s.
2. **Response to the Scope of Services:** A brief discussion of how the consultant would perform the services, the resources the consultant would use, the issues and challenges the consultant foresees, etc. Limit one page.
3. **References:** Three references for other projects, which are similar in scope and/or content to the one being proposed.
4. **Budget:** Not to exceed \$40,000. Provide a detailed cost proposal that identifies the components being bid upon and the assumption that went into each cost estimate. A cost category breakdown should include: materials/supplies, consultant fees (hourly rate plus total hours), travel, and miscellaneous (please identify). Any component of the proposal the bidder expects to subcontract to another entity should be clearly delineated along with the associated costs.
5. **Writing sample.** Submit one writing sample, attached to proposal.

V. PROCESS FOR EVALUATING PROPOSALS

A review team composed of OEP and DES staff will evaluate all proposals. Bidders who submit conforming proposals will be invited to interview with the review team. All bidders will be rated on both their written proposals and their performance in the interview, with a strong emphasis on the latter. Among the factors that will be evaluated to select the winning bidder are the following:

- Quality of written proposal
- Qualifications and credentials of bidder firms, with emphasis on expertise relevant to renewable energy
- Communication skills
- Creativity and vision for developing Plan
- Cost
- References and writing sample

VI. FORM OF CONTRACT

The terms and conditions set forth in the state's General Provisions Agreement (Form P-37) will apply to any contract awarded to the selected bidder. Any contract resulting from this bid shall not be deemed awarded until the Governor and Executive Council approves it.

VII. CERTIFICATES

Successful bidder will be required to provide the following certificates prior to entering into a contract:

- Certificate of Incorporation (if applicable)
- Certificate of Good Standing authenticated by NH Secretary of State
- Certificate of Authority, which demonstrates the signatory's authorization to sign the contract on behalf of the contracting entity

VIII. ADDITIONAL INFORMATION SOUGHT DURING EVALUATION PERIOD

The Committee reserves the right to request additional information from any or all bidders, as needed to assist in the evaluation process.

IX. CONTRACT NEGOTIATIONS

After a review of the proposals, the Committee may elect to enter into contract negotiations. If the Committee and the selected firm cannot come to an agreement on terms within a reasonable period of time, the Committee may open negotiations with the next-ranked bidder.

X. QUESTIONS/ADDITIONAL INFORMATION

All questions pertaining to this RFP shall be submitted electronically via email to Jack Ruderman, Deputy Director, Office of Energy and Planning, jack.ruderman@nh.gov. All relevant questions and answers will be made available to all interested parties.

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